

**LIMESTONE DISTRICT SCHOOL BOARD  
RECOMMENDATION FOR APPOINTMENT/TRANSFER FOR  
PERMANENT AND LONG TERM CASUAL SUPPORT STAFF**

<b>Vacancy Information</b>	
Posting Memo Number:	School:
% Amount of Vacancy:	Position:
<input type="checkbox"/> Permanent	<input type="checkbox"/> Long Term Casual
If Long Term Casual, please indicate name of employee being replaced:	
<b>Applicant Information</b>	
Total Number of Applications Received	
Number of Qualified Applications	
<b>Interview Information</b>	
Number of Candidates Interviewed	
Interview Team Members	
Candidates Interviewed	
<b>Hiring Information</b>	
<b>Name of Recommended Candidate</b>	
Effective Date of Appointment	
End Date if Long Term Casual Appointment	
Satisfactory Reference Checks Completed By	
<b>Authorization/Approval Process</b>	
Signature of Principal	
Signature of Area Superintendent	
Signature of Superintendent of Human Resources	
<b>THIS FORM, WITH A COPY OF THE SUCCESSFUL CANDIDATE'S CERTIFICATE OF QUALIFICATIONS ATTACHED, MUST BE SUBMITTED TO HUMAN RESOURCES WITHIN 24 HOURS OF THE POSITION BEING FILLED.</b>	
<b>FOR HUMAN RESOURCES USE ONLY</b>	